

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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13

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/05/2020		2. CONTRACT NO. (If any) 68HERH19D0023		6. SHIP TO: a. NAME OF CONSIGNEE HQAD	
3. ORDER NO. 68HERH20F0132		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00381			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213134		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP OPPT	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 1 Days After Award	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 (P2 HUB)Chemical Safety and Source Reduction Hub ----- COR/Invoice Approver: David Turk Email: Turk.david@epa.gov Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$49,995.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$263,671.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF

AMERICA BY (Signature)

02/05/2020

Derek Davis

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Derek Davis

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/05/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0132
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Phone: (202)564-1527</p> <p>ALT COR: Thomas Forbes Email: Forbes.tom@epa.gov Phone: (202)566-0810</p> <p>This Task Order is Awarded in the amount of \$263,671.00. The Base Period is funded in the amount of \$49,995.00, which the contractor shall not exceed.</p> <p>TOCOR: David Turk Invoice Approver: David Turk</p> <p>Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 19-20-B-69H-000CD8-2505-TRRUURR-1969HTR019-001 BFY: 19 EFY: 20 Fund: B Budget Org: 69H Program (PRC): 000CD8 Budget (BOC): 2505 Cost: TRRUURR DCN - Line ID: 1969HTR019-001 Period of Performance: 02/05/2020 to 02/04/2021</p>					
0001	<p>Base Period:</p> <p>Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements.</p> <p>All work shall be performed in accordance with the statement of work.</p> <p>Not To Exceed(NTE): \$49,995.00 P.O.P: 2/05/2020 - 2/04/2021 Funded: \$49,995.00</p>				49,995.00	
0002	<p>Option Period I:</p> <p>Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of</p> <p>Continued ...</p>				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$49,995.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

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DATE OF ORDER 02/05/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0132
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	covered industry sectors, and other reporting requirements. All work shall be performed in accordance with the statement of work. NTE: \$51,329.00 P.O.P: 2/05/2021 - 2/04/2022 (Option Line Item) 01/22/2021					
0003	Option Period II: Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. All work shall be performed in accordance with the statement of work. NTE: \$52,698.00 P.O.P: 2/05/2022 - 2/04/2023 (Option Line Item) 01/22/2022				Option	
0004	Option Period III: Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. All work shall be performed in accordance with the statement of work. NTE: \$54,103.00 P.O.P: 2/05/2023 - 2/04/2024 (Option Line Item) 01/23/2023				Option	
0005	Option Period IV: Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. All work shall be performed in accordance with the statement of work. Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
02/05/2020	68HERH19D0023	68HERH20F0132

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	NTE: \$55,546.00 P.O.P: 2/05/2024 - 2/04/2025 (Option Line Item) 01/23/2024 The obligated amount of award: \$49,995.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



ENVIRONMENTAL PROTECTION AGENCY

**Chemical Safety and Source Reduction Hub, Contract
No. 68HERH19D0023**

Statement of Work

Statement of Work

Project Title: Economic Analyses and Other Analytical Support for the Toxics Release Inventory (TRI) Program

1. STATEMENT OF WORK

1.1. Background and Purpose

Each year regulated facilities under the Toxics Release Inventory (TRI) must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) requires EPA to respond to petitions for modifications to the covered chemical list within 180 days. In addition to this statutory requirement, the TRI Program pursues rulemaking and guidance activities to improve the regulatory clarity for reporting facilities and to ensure the list of covered chemicals and industrial sectors achieve the goals of EPCRA and the Pollution Prevention Act of 1990.

The TRI Program conducts analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. Such rulemakings involve analytical work to: characterize the amount of additional information that would be collected by EPA; characterize the entities that may be impacted by a forthcoming regulation and estimate the corresponding regulatory impact on such entities (i.e., economic analyses, benefits analyses). Other analytical work includes developing analysis methods and conducting economic analyses; and establish system(s) for tracking and organizing information (e.g., comments submitted in response to outreach efforts or proposed rulemaking).

1.2 Scope of Work

As required by the PPA, the OPPT's P2 Program works with businesses, states and other partners to encourage and facilitate businesses to adopt P2 approaches through the development and delivery of P2 information and tools, technical assistance, the funding and facilitation of P2 innovations; and the sharing and amplification of those innovations so that others can replicate those approaches and outcomes. In this regard, through this Task Order (TO), OPPT's P2 program is seeking contractor support in the following areas:

1. Provide Economic Analysis Support
2. Provide Analytic Support Related to TRI Policy Decisions

1.3 Tasks

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Provide Economic Analysis Support

When requested by the TD COR, the contractor shall conduct, and draft, market analyses and economic analyses related to the TRI program. Such analyses could include analysis of business

and market trends in sectors regulated by TRI, supporting preparation of Information Collection Requests (which include the collection of P2 data fields), and; any activities involving toxic chemicals on the TRI list of chemicals or that could be added to the TRI list of chemicals. The scope of any such activities that EPA may propose will be disclosed to the contractor when support under this task is needed. Any economic analyses directed under this task will quantify the costs to any affected entities (to be identified later) and characterize the benefits associated with making the facilities subject to the TRI reporting requirements. Any such analyses will also include an assessment of the effect of the options on small entities in accordance with the Regulatory Flexibility Act of 1980, as amended by the Small Business Regulatory Enforcement Fairness Act (SBREFA) of 1996.

Task 2: Provide Analytic Support Related to TRI Policy Decisions

Upon request, the contractor shall provide any additional support related to policy options being explored by regulatory development activities within the TRI Program. These activities may include, but are not limited to: analyses of exposure to the chemicals included on the TRI list of toxic chemicals and the risks posed by such exposures; supporting efforts to improve the clarity and accessibility of TRI guidance documents; reviewing and updating the Reporting Forms and Instructions Guidance and Form R, Form A, and Schedule 1 ; support Information Collection Requests and renewals by updating instructions and forms in response to proposed and finalized changes; creating methods to track and respond to comments regarding rulemaking or outreach efforts, and; analyses and analyzing the of impacts on potentially-affected entities of policies being considered as part of rulemaking or other Agency efforts. The TRI Program also routinely conducts analyses in support of the program's own projects and undertakings or those of from offices within EPA or other parts of the federal government. These analyses may involve the use of other pollutant release and transfer registries. It is not known at this time specifically what analyses or information may or will be needed, or if it will be needed.

Task 3: Program Management and Support

The contractor shall provide program management support by providing a comprehensive and standardized monthly report created in coordination with the TOCOR/ATOCOR. The report will include the deliverables completed, descriptions of all work, and additional reporting requirements, as described under the tasks listed above.

Monthly reports shall also include all items listed in the contract document under clause F-2 EPAAR 1552.211-72 Monthly Progress Report. Monthly reports are due by the fifteenth (15th) of the following month.

The Contractor shall also provide TO project management support, including but not limited to, the following:

- a. The contractor shall assign a Task Order project manager to the task order. The TO project manager shall track and provide updates on progress on tasks in this task order. The task order project manager shall meet with TOCOR/ATOCOR, at a minimum, on a biweekly basis to provide updates, receive technical direction, and discuss potential risks to successful execution.

- b. A comprehensive and standardized monthly report shall be created in coordination with the TOCOR/ATOCOR and shall include, at a minimum:
 - i. A list and brief description of deliverables completed and services, rendered
 - ii. An account of travel conducted (if applicable);
 - iii. Direct costs, hours and dollars expended;
 - iv. The balance of hours and dollars remaining under TO ceilings for the current contract year;
 - v. Identification of problems (or issues that may or have impacted work performance) encountered and recommended solutions;
 - vi. Anticipated activities and deliverables for the next reporting period;
 - vii. Projected costs for the upcoming reporting period.
- c. An annual summary report that shall include the following: a description of all products and services completed and delivered under the appropriate tasks/subtasks, dates of completion/delivery for all products, dollars and hours spent on each task as stipulated under this TO.

1.4 Optional Tasks

There are no optional requirements being defined for this task order.

1.5 Reporting Requirements and Deliverables

The contractor shall prepare a Quality Assurance Project Plan for this task order.

For most deliverables, the EPA TOCOR/ATOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement. The contractor shall provide a recommended format for all deliverables.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996) and Subtask 6 of this task order.

The report shall be submitted on or before the 15th business day of each month (following the completion of the first reporting period), with a copy provided (preferably by email) to the EPA Contract level COR and TOCOR/ATOCOR. Any new reporting needs found may be requested by technical direction to the degree permissible under the task order. Unless otherwise specified all monthly reports are due on or before the 15th business day of the month.

SCHEDULE OF DELIVERABLES:

NUMBER	DELIVERABLE TITLE	DELIVERABLE FREQUENCY	FORMAT
1	Economic Analyses	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
2	Analytical Support	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.

3	Contract Level Monthly Reports	Monthly	As directed by contract level TOCOR/ATOCOR.
3	TO Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
3	TO Level Annual Reports	Annually, within 30 days of the end of each period of the performance.	As directed by TOCOR/ATOCOR.

1.6 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

1.7 Period of Performance

The period of performance of this task order is:

Base: 02/05/2020 – 02/04/2021
Option 1: 02/05/2021 – 02/04/2022
Option 2: 02/05/2022 – 02/04/2023
Option 3: 02/05/2023 – 02/04/2024
Option 4: 02/05/2024 – 02/04/2025

1.8 Task Order Type: Time & Materials

1.9 Place of Performance

Work may be performed at the contractor's work-site, unless requested by the TOCOR/ATOCOR or required by travel. Work meetings may be conducted via teleconference, unless requested by the TOCOR/ATOCOR.

1.10 Onboarding

Contractors may be required to go through EPA's onboarding process. Contractors who are authorized to work by EPA's Personnel Security Branch will added to the contract. To avoid a delay in resource assignment for new or replaced staff, the Contractor should ensure personnel have the necessary background to receive a successful pass through EPA's fingerprinting and background check.

2. TASK ORDER ADMINISTRATION DATA

2.1 Contract Administration Representatives

Contracting Officer: Derek Davis, davis.derek@epa.gov

Contract Level Contracting Officer's Representative: Scott Drewes, drewes.scott@epa.gov

Task Order Contracting Officer's Representative (TOCOR)

David Turk

Office of Chemical Safety and Pollution Prevention

1200 Pennsylvania Ave NW

Washington DC 20640

Mail Code: 7410M

Phone: (202) 566-1527

E-mail: turk.david@epa.gov

Alternate Task Order Contracting Officer's Representative (ATOCOR)

Tom Forbes

Office of Chemical Safety and Pollution Prevention

1200 Pennsylvania Ave, NW

Washington, DC 20460

Mail Code: 7410M

Phone: (202) 566-0810

E-mail: forbes.thomas@epa.gov

2.2 INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

3. EPAAR 1552.237-72 KEY PERSONNEL (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

- Program Manager – responsible for the administration and management of this task order, contractor resources and task order objectives throughout the task order life.
- Quality Assurance manager – responsible for quality assurance and quality control throughout the task order life.

4. EPA-J-52-101 LIST OF ATTACHMENTS

QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR/ATOCOR throughout the performance of the contract.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>
<p><u>TIMELINESS:</u></p> <p>For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR/ATOCOR no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the OCOR/ATOCOR; TOCOR/ATOCOR will document the timeliness of all work requirements.</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 9	
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: (b)(4) 110 HARTWELL AVE STE 1 LEXINGTON MA 024213134				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. 68HERH19D0023 68HERH20F0132	
						10B. DATED (SEE ITEM 13) 02/05/2020	
CODE 112947395		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
x		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties					
		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 112947395 (P2 HUB)Chemical Safety and Source Reduction Hub ----- The purpose of this modification is to remove Option Period IV to be in line with the base contract period of performance(P.O.P). The new total value of this award is \$208,125.00. The corrected P.O.P is below. All other terms and conditions remain unchanged. The period of performance of this task order is: Base: 02/05/2020 - 02/04/2021 Option 1: 02/05/2021 - 02/04/2022 Option 2: 02/05/2022 - 02/04/2023 Option 3: 02/05/2023 - 02/04/2024 Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Derek Davis			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		16C. DATE SIGNED 02/07/2020	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH20F0132/P00001	PAGE	OF
		2	9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	<p>COR/Invoice Approver: David Turk Email: Turk.david@epa.gov Phone: (202)564-1527</p> <p>ALT COR: Thomas Forbes Email: Forbes.thomas@epa.gov Phone: (202)566-0810</p> <p>TOCOR: David Turk InvoiceApprover: David Turk LIST OF CHANGES: Reason for Modification: Supplemental Agreement for work within scope Total Amount for this Modification: -\$55,546.00 New Total Amount for this Version: \$0.00 New Total Amount for this Award: \$208,125.00</p> <p>Payment: Period of Performance: 02/05/2020 to 02/04/2021</p> <p>Option Period IV: Analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. All work shall be performed in accordance with the statement of work. NTE: \$55,546.00 P.O.P: 2/05/2024 - 2/04/2025 (Option Line Item) 01/23/2024</p>				0.00



ENVIRONMENTAL PROTECTION AGENCY

**Chemical Safety and Source Reduction Hub, Contract
No. 68HERH19D0023**

Statement of Work

Statement of Work

Project Title: Economic Analyses and Other Analytical Support for the Toxics Release Inventory (TRI) Program

1. STATEMENT OF WORK

1.1. Background and Purpose

Each year regulated facilities under the Toxics Release Inventory (TRI) must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) requires EPA to respond to petitions for modifications to the covered chemical list within 180 days. In addition to this statutory requirement, the TRI Program pursues rulemaking and guidance activities to improve the regulatory clarity for reporting facilities and to ensure the list of covered chemicals and industrial sectors achieve the goals of EPCRA and the Pollution Prevention Act of 1990.

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1.2 Scope of Work

As required by the PPA, the OPPT's P2 Program works with businesses, states and other partners to encourage and facilitate businesses to adopt P2 approaches through the development and delivery of P2 information and tools, technical assistance, the funding and facilitation of P2 innovations; and the sharing and amplification of those innovations so that others can replicate those approaches and outcomes. In this regard, through this Task Order (TO), OPPT's P2 program is seeking contractor support in the following areas:

1. Provide Economic Analysis Support
2. Provide Analytic Support Related to TRI Policy Decisions

1.3 Tasks

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

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Upon request, the contractor shall provide any additional support related to policy options being explored by regulatory development activities within the TRI Program. These activities may include, but are not limited to: analyses of exposure to the chemicals included on the TRI list of toxic chemicals and the risks posed by such exposures; supporting efforts to improve the clarity and accessibility of TRI guidance documents; reviewing and updating the Reporting Forms and Instructions Guidance and Form R, Form A, and Schedule 1 ; support Information Collection Requests and renewals by updating instructions and forms in response to proposed and finalized changes; creating methods to track and respond to comments regarding rulemaking or outreach efforts, and; analyses and analyzing the of impacts on potentially-affected entities of policies being considered as part of rulemaking or other Agency efforts. The TRI Program also routinely conducts analyses in support of the program's own projects and undertakings or those of from offices within EPA or other parts of the federal government. These analyses may involve the use of other pollutant release and transfer registries. It is not known at this time specifically what analyses or information may or will be needed, or if it will be needed.

Task 3: Program Management and Support

The contractor shall provide program management support by providing a comprehensive and standardized monthly report created in coordination with the TOCOR/ATOCOR. The report will include the deliverables completed, descriptions of all work, and additional reporting requirements, as described under the tasks listed above.

Monthly reports shall also include all items listed in the contract document under clause F-2 EPAAR 1552.211-72 Monthly Progress Report. Monthly reports are due by the fifteenth (15th) of the following month.

The Contractor shall also provide TO project management support, including but not limited to, the following:

- a. The contractor shall assign a Task Order project manager to the task order. The TO project manager shall track and provide updates on progress on tasks in this task order. The task order project manager shall meet with TOCOR/ATOCOR, at a minimum, on a biweekly basis to provide updates, receive technical direction, and discuss potential risks to successful execution.

- b. A comprehensive and standardized monthly report shall be created in coordination with the TOCOR/ATOCOR and shall include, at a minimum:
 - i. A list and brief description of deliverables completed and services, rendered
 - ii. An account of travel conducted (if applicable);
 - iii. Direct costs, hours and dollars expended;
 - iv. The balance of hours and dollars remaining under TO ceilings for the current contract year;
 - v. Identification of problems (or issues that may or have impacted work performance) encountered and recommended solutions;
 - vi. Anticipated activities and deliverables for the next reporting period;
 - vii. Projected costs for the upcoming reporting period.
- c. An annual summary report that shall include the following: a description of all products and services completed and delivered under the appropriate tasks/subtasks, dates of completion/delivery for all products, dollars and hours spent on each task as stipulated under this TO.

1.4 Optional Tasks

There are no optional requirements being defined for this task order.

1.5 Reporting Requirements and Deliverables

The contractor shall prepare a Quality Assurance Project Plan for this task order.

For most deliverables, the EPA TOCOR/ATOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement. The contractor shall provide a recommended format for all deliverables.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996) and Subtask 6 of this task order.

The report shall be submitted on or before the 15th business day of each month (following the completion of the first reporting period), with a copy provided (preferably by email) to the EPA Contract level COR and TOCOR/ATOCOR. Any new reporting needs found may be requested by technical direction to the degree permissible under the task order. Unless otherwise specified all monthly reports are due on or before the 15th business day of the month.

SCHEDULE OF DELIVERABLES:

NUMBER	DELIVERABLE TITLE	DELIVERABLE FREQUENCY	FORMAT
1	Economic Analyses	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
2	Analytical Support	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.

3	Contract Level Monthly Reports	Monthly	As directed by contract level TOCOR/ATOCOR.
3	TO Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
3	TO Level Annual Reports	Annually, within 30 days of the end of each period of the performance.	As directed by TOCOR/ATOCOR.

1.6 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

1.7 Period of Performance

The period of performance of this task order is:

Base: 02/05/2020 – 02/04/2021
Option 1: 02/05/2021 – 02/04/2022
Option 2: 02/05/2022 – 02/04/2023
Option 3: 02/05/2023 – 02/04/2024

1.8 Task Order Type: Time & Materials

1.9 Place of Performance

Work may be performed at the contractor's work-site, unless requested by the TOCOR/ATOCOR or required by travel. Work meetings may be conducted via teleconference, unless requested by the TOCOR/ATOCOR.

1.10 Onboarding

Contractors may be required to go through EPA's onboarding process. Contractors who are authorized to work by EPA's Personnel Security Branch will added to the contract. To avoid a delay in resource assignment for new or replaced staff, the Contractor should ensure personnel have the necessary background to receive a successful pass through EPA's fingerprinting and background check.

2. TASK ORDER ADMINISTRATION DATA

2.1 Contract Administration Representatives

Contracting Officer: Derek Davis, davis.derek@epa.gov

Contract Level Contracting Officer's Representative: Scott Drewes, drewes.scott@epa.gov

Task Order Contracting Officer's Representative (TOCOR)

David Turk
Office of Chemical Safety and Pollution Prevention
1200 Pennsylvania Ave NW
Washington DC 20640
Mail Code: 7410M
Phone: (202) 566-1527
E-mail: turk.david@epa.gov

Alternate Task Order Contracting Officer's Representative (ATOCOR)
Tom Forbes
Office of Chemical Safety and Pollution Prevention
1200 Pennsylvania Ave, NW
Washington, DC 20460
Mail Code: 7410M
Phone: (202) 566-0810
E-mail: forbes.thomas@epa.gov

2.2 INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

3. EPAAR 1552.237-72 KEY PERSONNEL (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

- Program Manager – responsible for the administration and management of this task order, contractor resources and task order objectives throughout the task order life.
- Quality Assurance manager – responsible for quality assurance and quality control throughout the task order life.

4. EPA-J-52-101 LIST OF ATTACHMENTS

QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR/ATOCOR throughout the performance of the contract.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>
<p><u>TIMELINESS:</u></p> <p>For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR/ATOCOR no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the OCOR/ATOCOR; TOCOR/ATOCOR will document the timeliness of all work requirements.</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>